



**Request for Proposals from  
City of Minneapolis Employment and Training Eligible Providers for 2016-2020**

This list can be found on Minneapolis Employment and Training's website at the following link:  
<http://tinyurl.com/2016-2020-Eligible-Providers>

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**April 25, 2016**

**City of Minneapolis Employment and Training**

**Minneapolis Higher Education Career Advisors Project (HECAP)**

**Schedule**

<b>RFP Release</b>	<b>April 25, 2016</b>
<b>Proposals Due - must be sent by certified mail or hand delivered to the 2<sup>nd</sup> floor reception desk.</b>	<b>4:00 p.m. on May 23, 2016</b>
<b>Review and Selection Period</b>	<b>May 23- June 10, 2016</b>
<b>Notification to Applicants</b>	<b>June 10, 2016</b>
<b>Contract Start Date</b>	<b>July 1, 2016</b>

**Opening Statement:**

The City of Minneapolis Employment and Training announces a competitive Request for Proposals (RFP) for employment service agencies to provide career advising services to Minneapolis high school students. Services will be targeted to youth living in/or attending school in North Minneapolis or the Cedar Riverside area. Services are open to all Minneapolis high school aged youth and there are no income guidelines for program eligibility.

**Requirements:**

1. Agencies responding to this RFP:
  - a. **Must be on the Minneapolis Employment and Training’s Eligible Providers List for 2016-2020.** This list can be found on the Minneapolis Employment and Training website at the following link: <http://tinyurl.com/2016-2020-Eligible-Providers>
  - b. **Must provide career advising services to high school age youth.**

**Proposal Format and Submission Guidance:**

- The cover page (See Attachment A), original proposal, and **four** copies of each should be submitted in one envelope labeled: **Request for Proposal: City of Minneapolis Employment and Training – HECAP**
- Proposals should not exceed five **(5)** typed, double spaced pages
- Font size should not be less than twelve **(12)** point
- Please do not send annual reports, brochures, or similar attachments
- An applicant conference will not be held
- Faxed or e-mailed proposals will not be accepted
- Proposals must be received no later than 4:00 p.m. on Monday May 23, 2016
- Late or incomplete proposals will not be accepted
- Responding to this RFP does not guarantee that your organization will be selected to provide services
- Proposals may be sent by certified mail or hand delivered to the 2<sup>nd</sup> floor reception desk. All applicants must submit an original proposal plus four (4) copies to:

City of Minneapolis Employment and Training  
ATTN: Tammy Dickinson, Career Pathways Program Manager  
Crown Roller Mill, Suite 200 (Second Floor)  
105 Fifth Avenue South  
Minneapolis, MN 55401-2593

**Requests for Clarification:**

All questions must be submitted in writing (via email only) **no later than April 28, 2016** to Tammy Dickinson at: [Tammy.Dickinson@minneapolismn.gov](mailto:Tammy.Dickinson@minneapolismn.gov). Tammy Dickinson is the only individual who will respond to questions about the RFP. This contact person cannot vary the terms of this RFP.

**Review Process:**

Proposals submitted via this RFP will be reviewed and rated by a panel of impartial readers.

**Scope of Work:**

Funds for direct services (no administrative dollars are available) will be awarded to serve 350 high school age young adults July 1, 2016 and ending June 30, 2017. The City anticipates that \$47,500 will be available. The availability and amount of funds shall be contingent upon the City receiving these DEED funds as anticipated.

**Specific young adult services requested via this RFP include (but are not limited to):**

- Provide career exploration, career counseling, job search assistance, college information and current labor market information to youth and families.
- Assist students and parents in the use of career information websites such as ISEEK ([www.iseek.org](http://www.iseek.org)), Minnesota Careers ([www.mncareers.org](http://www.mncareers.org)), and MinnesotaWorks ([www.minnesotaworks.net](http://www.minnesotaworks.net)).
- Provide WorkForce Center orientations for students (group or individually) in high schools, alternative schools and other local educational agencies.
- Provide information to youth and parents on the services available through Minnesota’s youth employment and training programs as appropriate.
- Work cooperatively with local community partners such as the youth development organizations, community action agencies, local educational agencies, and local juvenile corrections staff.
- Engage the business community to assist in imparting career information to students through speakers in classrooms, industry panelists, etc.

**Individuals served under this RFP must be verified as:**

- High school age students
- Residents of Minneapolis

**Technical Proposal Content:**

The technical proposal should be your responses to the following questions from five (5) categories with a possible total of 100 points. Please provide concise and complete responses to each of the following questions.

	<b>Specific Question(s)</b>
<b>1) Organization Capacity and Relevant Experience</b>  <i>(20 points)</i>	a) Describe specific results related to providing career exploration, career counseling, job search assistance, college information and current labor market information to high school youth.
	b) Describe reasons why you feel your organization may be uniquely qualified to serve youth that live in or attend school in North Minneapolis or the Cedar Riverside Somali community.
	c) Describe what resources, at your organization, are available for participant use such as computers, internet access, phones, copiers and fax. Describe the hours these services are available.
<b>2) Service Design</b>  <i>(30 points)</i>	a) Describe the core aspects of your approach to providing individualized career advising services. List what standardized assessment and testing tools you utilize in your career advising model and describe how they are used. Describe the type of services you will provide in individual/one-on-one settings. Describe the type of services that will be provided in group settings. Clearly and concisely describe the evidence based practices you propose to provide in this project. Explain how your services will be coordinated with those currently provided by secondary school counselors
	b) Describe how your agency, on its own or in collaboration with others, addresses the complete range of a typical participant’s needs (including needs beyond the scope of this program.) How would you partner with other organizations including schools, employers and post-secondary education.
	c) Describe your organization’s outreach and recruitment strategy and how you propose to deliver services to youth who live or attend school in North Minneapolis or Cedar Riverside Somali community.
	e.) Clearly and concisely describe how your service design will expose youth to career pathways in high-growth, high-demand industries.
	f.) Describe your organization’s connection to post-secondary training. Describe any active partnerships which currently exist. Explain how you would engage post-secondary institutions in delivering services in this project.
	g.) Explain how you will involve employers in your service strategy. How will high school youth be exposed to the world of work? How will students be connected with the business/industrial community for real-world learning opportunities?
<b>3) Outcomes</b>  <i>(15 points)</i>	a) How many youth would you serve on an: 1) individual basis 2) group basis
	b) What are your expected outcomes and how will this be measured and tracked?
<b>4) Staff Expertise</b>  <i>(20 points)</i>	a) Who will be the career advisors(s) providing services? What will be their educational background, credentials/qualifications, and experience?
	b) Who would supervise the career advisor(s) providing services? What are the supervisor’s educational background, credentials/qualifications, and experience?
	c) Describe the cultural and linguistic capabilities of the staff at your organization.
	d) Describe staffing plan which outlines how staff will be available in the late afternoon/early evening and in the schools to provide services for this project.
	e) Describe your staff’s experience in managing and monitoring grants or government funded programs for performance results and contract compliance.
<b>5) Partnerships and Leverage</b>  <i>(15 points)</i>	a) List any additional funders (public or private) that will be supporting this project.
	b) List partnerships or collaborations your organization has with educational or training institutions and other Minneapolis non-profit, neighborhood, and/or community organizations.

## Minneapolis HECAP Request for Proposals

<i>Please complete this cover page and attach it to your proposal.</i>	
<b>Indicate target areas in which you will be providing service.</b>	
<input type="checkbox"/> <b>Services provided in North Minneapolis.</b>	<input type="checkbox"/> <b>Services provided in Cedar Riverside area.</b>

<b>Applicant Agency:</b> <input type="checkbox"/> <b>This agency is on the Eligible Provider list for 2016-2020-REQUIRED.</b> Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.	<b>Contact Name and Address:</b> (If different from the APPLICANT AGENCY)
<b>Agency Name:</b>  <b>Director Name:</b>  <b>Telephone:</b>  <b>Fax:</b>  <b>Email:</b>	<b>Contact Name:</b>  <b>Title:</b>  <b>Telephone:</b>  <b>Fax:</b>  <b>Email:</b>
<b>Address:</b>	<b>Address:</b>
<b>Federal Tax ID: (required)</b>	<b>Minnesota Tax ID: (required)</b>
<b>DUNS Number: (required)</b>	

**Applicants must submit an original and four (4) copies of this completed cover page and proposal by 4:00 p.m. on Monday, May 23, 2016. Late or incomplete proposals will not be considered**

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

<b>Authorized Signature</b>	<b>Title</b>	<b>Date</b>
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**City of Minneapolis Employment and Training use only**

Date Received		Time Received		Staff Initials Received	
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